



COLORADO RIVER INDIAN TRIBES

Human Resources

26600 MOHAVE RD.

PARKER, ARIZONA 85344

PH (928) 669-1320 • FAX (928) 669-5263

VACANCY ANNOUNCEMENT

January 16, 2013

#11-13

DEPARTMENT: ACCOUNTING
POSITION: GRANTS-CONTRACTS ACCOUNTANT
SALARY: D O E
CLOSING DATE: OPEN UNTIL FILLED

DUTIES:

Under supervision of the Controller, performs professional-level accounting work in the areas of grants management, bank reconciliation, and accounts receivable, inter-fund receivable and deferred revenue. Responsibilities include but are not limited to:

- Conduct a fiscal year end review of all Grant funds, with the Controller, to prepare for audit. Prepare SEFA and other financial audit schedules for assigned areas, and assist the auditors with their inquiries. Assist with program audits as needed.
- Maintain a grant tracking system to ensure that all program and financial reporting is completed timely.
- Monitor accuracy, completeness, and timeliness of Grants-Contracts Specialists' work product, including review and approval of their adjusting entries. Provide assistance to them as needed.
- Reconcile Grants and Contracts band accounts monthly.
- For assigned grants:
 - Know project scope, objective(s), and allowable costs.
 - Ensure official file is complete.
 - Review and approve Accounts Payable and Payroll documents.
 - Ensure transactions are accurate, timely, and complete.



- Ensure budget is approved and entered into accounting system.
- Prepare adjusting entries as necessary.
- Record revenue and receipt of cash.
- Prepare financial reports and draw down requests as required.
- Correspond with funding agency as required.
- Assist program directors and/or managers as needed.

MINIMUM QUALIFICATION(S) REQUIRED:

- Graduation from an accredited college or university with a Bachelor's degree in a related field.
- Minimum of 3 years full-time professional employment in accounting, auditing, budgeting or closely related financial activity.
- Other combinations of experience and education, which meet the minimum requirements, may be substituted.

PREFERRED/DESIRABLE QUALIFICATION(S):

- Experience in Government accounting.
- Experience in Grants Management.

ABILITIES REQUIRED:

- Strong analytical and organizational skills.
- Ability to work cooperatively and constructively with coworkers, auditors, funding agency staff, and the public.
- Ability to satisfactorily utilize computer applications, including spreadsheet (Excel), word processing (MS Word) programs, ADP Payroll, and Sage Fund Accounting Software.
- Ability to maintain accurate records and attend to details.
- Ability to communicate effectively, both verbally and in writing.
- Ability to maintain confidentiality.
- Ability to independently manage multiple tasks.

WORK ENVIRONMENT:

- Typical office environment.
- Occasional visits to other locations to perform duties.
- Some travel required for training.

PHYSICAL DEMANDS:

- Occasional lifting and carrying of items up to 10 lbs.
- Occasional twisting or bending at the waist or reaching overhead.
- Frequent listening to and talking with coworkers, auditors, and funding agency staff, either in person or by telephone.
- Frequent sitting at a desk or workstation using a computer display, keyboard, and mouse.

**APPLY:
COLORADO RIVER INDIAN TRIBES HUMAN RESOURCE
DEPARTMENT
26600 MOHAVE ROAD
PARKER, ARIZONA 85344
For Employment Application visit: <http://www.crit-nsn.gov>**

INDIAN PREFERENCE:

Under the Title VII of the Civil Rights Act Sections 701(b) and 703(i) explicitly exempts from coverage the preferential employment of Indian-by-Indian Tribes. Therefore, C.R.I.T. acknowledges and extends preferential treatment to enrolled C.R.I.T. members who qualify toward all employment opportunities otherwise; C.R.I.T. does not discriminate against employees or applicants based on race, color, sex, religion or national origin.

C.R.I.T. Offers:

Health and Life Insurance, Paid Holidays, Sick and Annual Leave and Pension Plan. Pre-employment drug screening is required.

